

30 November 1979

MEMORANDUM FOR: All CRD Reviewers

FROM: Chief, Classification Review Division

SUBJECT: Some Problems Noted in Review Work

1. During the re-review of documents entered into the DARE system more than once with different review actions, a number of processing errors were noted. Since this sampling indicates that the errors are rather widespread, they are being brought to the attention of all reviewers:

a. When a classification was changed or a document declassified, the reviewer did not always cross out the old classification markings or sometimes crossed out the old classification in only one place, normally at the bottom of the page. This latter could have happened because the documents were fastened at the top and were not removed or the fasteners loosened to make the necessary changes.

b. When a document was reclassified, the reviewer did not always stamp the new classification marking on the document. The only indication of the new classification is the mark on the reviewer's stamp. The new classification must be stamped on the document.

c. Sometimes the reviewer's stamp, or other stamps, were put over other typed or written material, making it difficult to read both the covered material and the stamp.

d. The stamp was not always properly inked, and the impression was so light on the document that it was either very difficult to read or illegible.

e. The completion of the stamp was frequently done illegibly or with writing so large that it obliterated part of the stamp.

f. When crossing out the old classification, it was often done with one stroke of the pen in such a slight or casual way that the intention was not clear.

g. The new classification was stamped over the old classification without crossing out the old classification, making it difficult to determine the review classification of the document.

h. Duplicate copies, extraneous pieces of paper like routing sheets, notes, etc., of no importance, were not always removed from the file.

i. Groups of documents stapled together--not attachments to a basic document--were often reviewed as one document instead of being reviewed separately. (See CRP 79-12 dated 23 February 1979, "Handling of Documents Stapled Together.")

j. Documents that were originally classified RESTRICTED have not been handled uniformly. If they require continued protection, they must be classified using the original classification stamp. (See CRP 79-7, "Classifying or Upgrading Documents.") It was also noted that some RESTRICTED documents not requiring continued classification did not show a check mark in the "declassified" box on the classification review stamp.



STATINTL

22 October 1979

Classification Review Procedure

CRP 79-42

REF: CRP 79-1
CRP 79-3
CRP 79-21

NEXT REVIEW DATE OF MATERIAL COVERED BY ISOO 30-YEAR WAIVER

1. Executive Order 12065 requires that all material systematically reviewed on which classification is extended beyond 20 years (or beyond 30 years in the case of foreign government information) shall be re-reviewed in 10 years. The Information Security Oversight Office (ISOO) has granted an exemption from the initial 10-year re-review interval, extending the first interval to 30 years, on the following categories of material:

- Intelligence documents and/or material(s) constituting or containing identifiable foreign government information as defined in Section 6-103 of Executive Order 12065 and Section I F.1 of Information Security Oversight Office Directive No. 1. (This category includes information obtained through liaison arrangements, but not information obtained unilaterally from a source within a foreign government.)
- Information constituting or concerning cryptology, including information on the development and/or use of any method, means, system, technique, procedure, activity, installation, device, material or equipment used for the acquisition, production, or transmission of signals intelligence or for the protection of classified communications or data. (Applies to all codeword material.)
- Information constituting or concerning counterintelligence, defined by Executive Order 12036 of January 24, 1978 (section 4-202) as "...information gathered and activities conducted to protect against espionage and other clandestine intelligence activities, sabotage, international terrorist activities or assassinations conducted for or on behalf of foreign powers, organizations or persons, but not including personnel, physical, document, or communications security programs."
- Information involving or concerning intelligence sources and methods and covered under special access, distribution and protection programs continued or established pursuant to Section 4-2 of Executive Order 12065. (These special access programs are being reviewed by the various government agencies to determine which of them will be covered by this waiver. Do not use this category until notified.)
- Information which identifies any undercover personnel or unit(s) or clandestine human agent(s) of a National Foreign Intelligence Board or

other United States Intelligence Community member agency; or which otherwise reveals information classifiable under the provisions of Executive Order 12065 concerning intelligence sources, methods or activities including intelligence plans, policies, or operations of such an agency or any element thereof.

- Intelligence reports and other documents which contain information covertly acquired and which bear the legend, "THIS IS UNEVALUATED INFORMATION" or an equivalent marking, or are similar in format or contents to items so marked; and in which the formats used, subject matter, source descriptions or other content would, in collections or aggregates of such reports and/or other documents, reveal the nature, scope or extent of United States intelligence activities in, or in relation to, particular foreign countries or areas or would identify intelligence sources or methods.

2. Reviewers will readily note that the above waiver categories are not synonymous with the retention justification codes established in conformance with the Executive Order, even though there is a direct relationship between the first two categories and codes 21 (foreign government) and 37 (cryptology) respectively. Some of the categories may, in fact, encompass several retention justifications. Reviewers will, therefore, continue to use the most applicable retention justification code for material covered by these waivers, but will indicate "30" in the next review date box on form 4023A and the year (30 years from the date of review) on the review stamp. For material not covered by waivers, continue to indicate "10" in the next review date box and the appropriate year on the stamp.

3. Referenced CRPs are modified herewith to the extent that they concern the next review date of information exempted under the IS00 waiver.



Chief,
Classification Review Division

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